

**NFC REPORTING CENTER  
ACCESS REQUEST FORM  
HUMAN RESOURCE REPORTS**

1. Name:
2. Social Security Number:
3. Title:
4. Agency and Program:
5. Please select one of the following:
  - ☐ You are a NFC user with current access to Reporting Center statistical data  
(Please complete question 6)
  - ☐ You are a NFC user but do not have access to the Reporting Center  
(Please complete question 6)
  - ☐ You are not an NFC user/You do not have a NFC id
6. If you selected the first or second choice above, please enter your NFC ID:
7. The organizational structure (code and name) to which you are requesting access.  
(e.g., APHIS, PPQ, ER (34-30-20) or AMS, Cotton Programs (02-08-09))
8. Please select the HR Reports below for which you are requesting access. **Reports in bold contain sensitive/detailed data.**  
(For a description of the reports go to NFC home page --> select Reporting Center --> View report descriptions under Personnel Action and Workforce Reports located on the left side navigator panel.)

Personnel Action Reports:

All Actions  
All Actions Minority Profile  
Hires  
Hires Minority Profile  
Promotions  
Promotions Minority Profile  
Separations  
Separations Minority Profile

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Workforce Profile Reports:

Workforce Age Profile  
Civilian Employment (SF-113A)  
Civilian Employment (SF-113G)  
**Dues Withheld**  
Education Level Profile  
**Employee Search (By Last Name)**  
**Employee Search (By SSNO)**  
Employment by Disability Code  
Employment Changes  
EPP Usage Statistics  
**Flex Fund**  
Gender Profile  
Grade Distribution  
Grades Across Minority and Gender  
Grade Range  
**Leave Balances**  
**Leave Liability**  
Length of Service Profile  
**Life Insurance Listing**  
**Manpower Analysis**  
Minority Profile  
Occupation (PATCO) Profile  
**Official Time for Union Business**  
Organization Profile  
**Overdue Performance Appraisals**  
Pay Plan and Grade Distribution  
**Reduction in Force (RIF)**  
Retirement Eligibility  
Retirement Profile (Inc. Early Out)  
**Roster of Employees**  
Salary Summary  
**Use-or-Lose Leave Report**

9. Attach form to email request and send to:  
[Betsy.A.Fisher@aphis.usda.gov](mailto:Betsy.A.Fisher@aphis.usda.gov) - APHIS employees  
[Roy.Mitchell@usda.gov](mailto:Roy.Mitchell@usda.gov) - AMS employees  
[Tanika.V.Harris@usda.gov](mailto:Tanika.V.Harris@usda.gov) - GIPSA employees